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**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Director/O/TR~~CONFIDENTIAL~~**DATE:** 27 February 1952**FROM :** Chief, Language Services Division**SUBJECT:** Report of Progress for Week of 25 February to 29 February

1. Staff on duty included Chief of Division, 3 linguists, 1 laboratory technician, and 1 office assistant.
  2. Substantial progress has been made in completing laboratory installation. The recording studios are now wired, and construction is completed. The 30 recording and listening posts are ready for use, and have in fact been used, and the 30 silent listening posts are ready for use. The mechanism for the 6 recording booths have been installed, and preliminary test has been made with them. There remains to be completed the installation of 2 master recorders (not yet received from the manufacturer), the completion of the master control panel (awaiting the receiving of the master recorder), the installation of aerial for short wave receiving set; connection of master records, recording studios, short wave receiving set and disk inscriber to central control panel.
  3. A new application form for language training (LTF1) has been prepared (copy enclosed) for the more accurate statement of training requirements. A formal concurrence has been obtained from two divisions.
  4. The Language Services Division has held several conferences with various divisions to examine general and various records with satisfactory preliminary results.
  5. A number of interviews have been conducted with students applying for language training.
  6. Approval has been given for outside language training to several students, under memorandum 25-2.
  7. A conference was held with the Director, Office of Training and members of the divisions, to examine a special outside language program. A solution was found to this problem. There are indications that this situation is likely to recur in the future, and a memorandum will be forthcoming to clarify and obtain approval for a set procedure.
  8. A number of tapes from the Institute of Languages and Linguistics have been received and transcribed on master copies for the use of the Language Services Division.
  9. A few students have been interviewed and approved for language laboratory training.
  10. There are definite prospects of reasonably strong enrollment for introductory courses in the near future; German, Italian, Russian and French. Provisionally and subject to the concurrence of Director, Office of Training, the Language Services Division will accept students regardless of their grade, including clerical personnel. Until such time as enrollment from more special-
- See my comment  
next page Jea*

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JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 69 NO CHANGE  
IN CLASS DECLASS CLASS CHANGED TO: TS S C RET. MUST. 22  
NEXT REV DATE 16 REV DATE 2/01/88 REVIEWER 6196 TYPE DOC. 02  
NO. PGS 4 CREATION DATE \_\_\_\_\_ ORG COMP 11 OP 11 ORG 11 S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 703

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ized or professional personnel increases.

Similarly, laboratory facilities will be acceptable to students who could take outside training until such time as those facilities are fully used by personnel not authorized outside language training.

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Chief, Languages Services Division

28 Feb., Thursday night, at 1715-phon  
[redacted] phoned on the problem  
of getting the two master  
reorders. In brief, he says  
if we issue to his firm  
an "NPA DX Directive" we'll  
get prompt action. [redacted]  
is following through on this  
now [redacted]

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